

Appendix A - Federal Forms and Instructions

Instructions For the SF 424-Application

This is a standard Federal form to be used by applicants as a required face sheet for the Environmental Education Grants Program. These instructions are modified for this program only and do not apply to any other Federal program.

Instructions for Completing the SF 424 – Application for Federal Assistance (an interactive PDF version of this form is available online at www.epa.gov/enviroed/grants).

1. Select "Application."
2. Select "New."
3. Leave blank.
4. Leave blank.
5.
 - a. Leave blank.
 - b. Leave blank.
6. Leave blank.
7. Leave blank.
8.
 - a. Enter the legal name of the applicant **organization**.
 - b. Enter the Employee/Taxpayer Identification Number as assigned by the Internal Revenue Service (IRS).
 - c. Enter the DUNS number of the application organization.
 - d. Enter the address (including street, city, state, and zip code) of the applicant organization.
 - e. Enter information as appropriate.
 - f. Enter the name, telephone number, Fax, and e-mail address of the person to be contacted on matters involving this application. Middle name and suffix are optional.
9. Enter the appropriate letter to identify the applicant organization. If a not-for-profit organization, the organization must be categorized as a 501(c)(3) by the IRS to be eligible for this grant program.

10. Enter "Environmental Protection Agency."
11. Enter "66.951."
12. Enter "EPA-EE-10-02."
13. Leave blank.
14. List only the major areas affected by the project.
15. Enter the title of the project for which you are applying (**brief title** such as "Students Save the Stream")
16.
 - a. List the Congressional District where the applicant organization is located.
 - b. List the Congressional District(s) affected by the project. If the project affects an entire state, enter "STATEWIDE."

To identify the appropriate Congressional District, go to www.house.gov/.

17. Enter the project start and end dates for the project (e.g., 07/01/10 to 06/30/11).
18. Enter the amount of funding requested or to be contributed during the funding/budget period.
 - a. Enter the amount of money you are requesting from EPA.
 - b. Enter the amount of money the application organization is contributing.
 - c. Enter the amount of money a state organization is contributing, as appropriate.
 - d. Enter the amount of money a local organization is contributing, as appropriate.
 - e. Enter the amount of money another organization is contributing, as appropriate.
 - f. Enter the amount for any program income which you expect will be generated by the project: e.g., income from admission fees to a conference financed by the grant funds. In your budget narrative explain how the income will benefit the project.
 - g. Enter the total amount of the project. The total of lines (b-e) must be at least 25% of the amount entered into (g) because this grant program has a matching requirement of 25% of the total allowable project costs. **Divide the federal amount entered in (a) by 3 to determine the match required for your proposal.**
19. Select "c. Program is not covered by E.O. 12372."

20. Answer as appropriate.

21. Enter the name, title, telephone number and e-mail of the person authorized to contract or obligate the applicant organization to the terms and conditions of the grant. Print a hard-copy of the SF-424 and sign it (preferably in blue ink to identify the original).

Instructions for the SF-424A - Budget

This is a standard federal form used by applicants as a basic budget. These instructions are modified for this grant program only and do not apply to any other Federal program.

Section A - Budget Summary – Do NOT complete – Leave whole page blank for this program.

Section B - Budget Categories - Complete Columns (1), (2) and (5) as stated below.

All funds requested and contributed as a match must be listed under the appropriate Object Class categories listed on this form. Please round figures to the nearest dollar. In column (1) list by category how EPA funds will be spent; in column (2) list matching funds by category; then add sideways and put the totals in column (5) per category. Many applicants will have blank lines in some Object Class Categories and no applicant should use line 6(g) Construction because it is an unallowable cost for this program. NOTE: Your total dollar figures on the Form 424 and 424A and detailed budget should all be the same. Your detailed budget should list costs under the same object class categories used on this form, but with significantly more information; for example the 424A will have a total for travel and the detailed budget will list number of travelers and trips, locations, per diem costs, etc.

Line 6(i) - Show the totals of lines 6(a) through 6(h) in each column.

Line 6(j) - Show the amount of indirect costs, but ONLY if your organization already has an Indirect Cost Rate Agreement with a Federal Agency and has it on file, subject to audit.

Line 6(k) - Enter the total amount of Lines 6(i) and 6(j).

Line 7 - Program Income - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Describe the nature and source of income in the detailed budget description and your planned use of the funds to enhance your project.

Instructions for Detailed Itemization of Costs

The proposal must also contain a detailed budget description as specified in Section IV(C)(4) of this Notice, and should conform to the following:

Personnel: List all participants in the project by position title. Give the percentage of the budget period for which they will be fully employed on the project (e.g., half-time for half the budget period equals 25%, full-time for half the budget period equals 50%, etc.). The detail

should include for each person: Percentage of Time on project X Annual Salary and/or hourly wage = Personnel Cost. List this data for all personnel and then put the total on the Form 424A.

Fringe Benefits: Indicate percentage of basic salary and what it includes, such as health insurance.

Travel: If travel is budgeted, show trips, travelers, destinations, costs per mile, per diem and purpose of travel.

Equipment: Identify each piece of equipment with a cost of \$5,000 or more per unit to be purchased and explain the purpose for which it will be used. Less costly items are listed under supplies.

Supplies: List categories of supplies; e.g., laboratory supplies and office supplies for items that can be grouped. If the supply budget is less than 2% of total costs, you do not need to itemize.

Contractual: Specify the nature and cost of such services and how costs were determined such as by using estimates or historical information. Explain how you will select your contractor. EPA may require review of contracts for personal services prior to their execution to assure that all costs are reasonable and necessary to the project.

Construction: Not allowable for this program.

Other: Specify all other costs under this category. These may include costs such as: stipends for teachers, costs for buses for field trips, fees for entrance to parks and nature centers, printing, postage, conference fees for booths, and other costs that do not fall under the categories listed above.

Indirect Costs: Not allowable unless you have a current application on file with a federal agency at the time of submission. Provide the percentage rate used and explain how charges were calculated for this project.

Income: If you anticipate earning program income as a result of your EPA award, show the estimated amount, explain how it is to be earned (the source of income), and how it will be used to enhance your project. When you do use program income on your project, it is important that you include the amount in your detailed budget.